

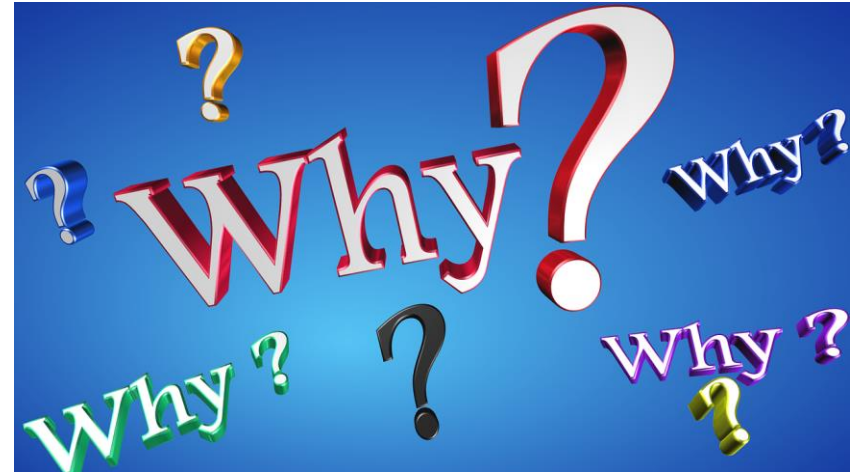
# Procurement Oversight & Delegation (POD)

Statewide Procurement Division  
Texas Comptroller of Public Accounts

# Procurement Oversight & Delegation (POD)

## Procurement Authority

- Comptroller shall review the specifications and purchase conditions of goods and services considered for purchase.
- For services over \$100,000 agencies must submit solicitations through the POD Portal.



# Procurement Oversight & Delegation (POD)

## POD at Glance

- Reviews and delegates purchasing authority for services over \$100,000
- Coordinates Contract Advisory Team (CAT) reviews for contracts valued at \$5 million or more



# Procurement Oversight & Delegation (POD)

## Purchasing Steps Overview

- State Use (Texas Correctional Industries and WorkQuest)
- SPD Term, Managed, and TXMAS (TXSmartBuy)
- Delegation By Rule (Goods \$50,000 or less and Services \$100,000 or less)
- Goods Over \$50,000 (Open Market Requisition)
- Services over \$100,000 (POD Submission)

# Procurement Oversight & Delegation (POD)

## POD vs CAT

- POD = Team within SPD that reviews solicitations and delegates purchasing authority for services over \$100,000
- CAT = An interagency workgroup that reviews solicitations for goods and services \$5 million or greater
- CAT Members: CPA, DIR, DPS, Office of Governor, HHSC, and TFC

# Procurement Oversight & Delegation (POD)

## POD Review Information and Reminders



- ✓ Allow 30 Days for Review
- ✓ All solicitation documents must be submitted
- ✓ Total Contract Value = All renewals, extension and amendments

# Procurement Oversight & Delegation (POD)

## POD Review Stages

- ✓ Received
- ✓ Review
- ✓ Comments Sent
- ✓ Complete



# Procurement Oversight & Delegation (POD)

## What does a review consist of?

- ✓ Solicitation Method
- ✓ Scope of Work and Deliverables
- ✓ Specifications
- ✓ All Essential Clauses
- ✓ Remedies
- ✓ Insurance
- ✓ Well Organized
- ✓ Can Vendors Make a Competitive Bid/Proposal



# Procurement Oversight & Delegation (POD)

## Examples of Recommendations

- Vague Deliverables
- Restrictive Specification
- Minimum Qualifications
- Evaluation Criteria

# Procurement Oversight & Delegation (POD)

## POD Exemptions

- ✓ RFOs (IT)
- ✓ RFAs (Grants)
- ✓ Consulting and Professional Services described in Texas Government Code 2254 (Usually RFQs)
- ✓ Institutions of Higher Education

# Procurement Oversight & Delegation (POD)

## POD Exemptions cont.

### Preliminary Questions

Do you wish to post a new solicitation or an award notification?

☒ Solicitation ☐ Post/View Awards

Is this solicitation part of a Major Information Resource Project (MIRP)?

☐ Yes ☒ No

Does this solicitation have a statutory exemption from the comptroller's purchasing authority?

☐ Yes ☒ No

Does the solicitation contain 900 series NIGP Codes?

☐ Yes ☒ No

Solicitation Amount (*Total Contract Value, Initial Plus Renewals*)

Have you completed an Open Market Request? (*If Applicable*)

☐ Yes ☒ No ☐ N/A

# Procurement Oversight & Delegation (POD)

## **POD Exemptions cont.**



- Double check before using an exemption.
- ESBD, CAT, and QAT still required if applicable.

# Procurement Oversight & Delegation (POD)

## Contract Advisory Team

CAT requirements fall under Tex. Gov. Code 2262.101

- Solicitations \$5 million or greater must be submitted whether SPD delegation is required or not.
- Users submit solicitations through the POD portal.
- CAT develops policy and procedures to improve statewide contracting and provides recommendations on the Texas Procurement and Contract Management Guide.



# Procurement Oversight & Delegation (POD)

## Contract Advisory Team -- Expedited Solicitation Review

**34 TEX. ADMIN. CODE §20.163**

**Low risk solicitations = expedited reviews**



**NEW**

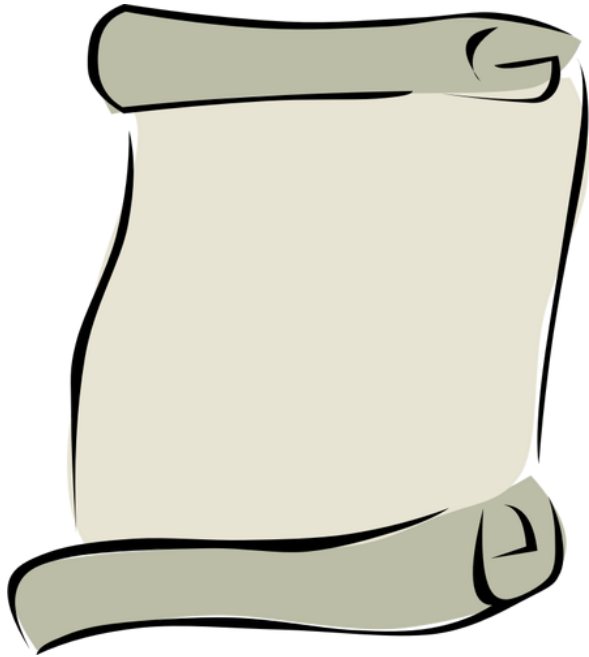
### Types of low risk solicitations

1. Template Solicitation
2. Risk Analysis Procedure
3. Reduced Monitoring

- ✓ All requests are at the discretion of CAT
- ✓ Agencies requiring additional monitoring may not designate any solicitation as low risk

# Procurement Oversight & Delegation (POD)

## Post Review Letters



- Delegation Letter
- CAT Review Letter
- Delegation and CAT Review Letter

# Procurement Oversight & Delegation (POD)

## Accessing the POD Portal

- Contact one of your agency's "Superusers"
- Log in to the Texas SmartBuy eProcurement portal and select **My Account** to find the **Procurement Oversight & Delegation** application



# Procurement Oversight & Delegation (POD)

## Contact Information

Email: [spd.oversight@cpa.texas.gov](mailto:spd.oversight@cpa.texas.gov)

Website:

[https://comptroller.texas.gov/purchasing/  
contracts/pod/](https://comptroller.texas.gov/purchasing/contracts/pod/)